

## **AGENDA**

### **TUSAYAN TOWN COUNCIL SPECIAL MEETING**

**PURSUANT TO A.R.S. §38 – 431.03**

**Tuesday, November 20, 2012 at 4:00 P.M.**

**TUSAYAN TOWN HALL**

**845 Mustang Drive, Tusayan, Arizona**

Pursuant to A.R.S. § 38-431.03, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Tuesday, November 20, 2012, at the Tusayan Town Hall Building. If authorized by a majority vote of the Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. §38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at 928-638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

### **TOWN COUNCIL SPECIAL MEETING**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

#### **2. ROLL CALL**

**MAYOR BRYAN  
VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD  
COUNCILMEMBER RUETER  
COUNCILMEMBER SANDERSON**

*\*One or two Councilmembers may attend by telephone.*

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

***Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.***

***Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be limited to three minutes each.***

#### **4. CONSENT AGENDA**

**ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (\*). MEMBERS OF THE COUNCIL OR STAFF MAY ASK THE MAYOR TO REMOVE ANY ITEM FROM THE CONSENT AGENDA TO BE DISCUSSED AND ACTED UPON SEPARATELY.**

**A. Minutes of Town Council Meeting of 10/3/12**

**B. Accounts Payable Billings.**

**5. ACTION ITEMS**

**A. Consideration, discussion, and possible approval of Resolution No. 2012-11: A resolution of the Mayor and Council of the Town of Tusayan, Coconino County, Arizona, declaring and adopting the results of the General Election held on November 6, 2012.**

**6. MOTION TO ADJOURN**

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 15<sup>th</sup> day of November, 2012 at \_\_\_\_\_ p.m. in accordance with the statement filed by the Tusayan Town Council.

DATED this 15<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
Signature of person posting the agenda.

## **TUSAYAN TOWN COUNCIL MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, October 3, 2012 at 6:00pm

TUSAYAN TOWN HALL

845 Mustang Drive, Tusayan, Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 6:04 pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

Upon roll call, the following were present:

**MAYOR BRYAN**  
**COUNCILMEMBER RUETER**  
**VICE MAYOR MONTOYA - excused**

**COUNCILMEMBER FITZGERALD**  
**COUNCILMEMBER SANDERSON**

Also Present: Tami Ryall, Interim Town Manager

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Former Mayor Pete Shearer thanked the Council for their help and work on the community park project and recognized Josie Bustillos and Clayann Cook who hosted fund-raisers to contribute to the park. He also requested that the agenda item of the Flood Study Report be added to the October 17<sup>th</sup> meeting. Mayor Bryan announced that there would be a press release going out about the park which would recognize those mentioned and others.

#### **4. CONSENT AGENDA**

##### **A. Accounts Payable Billing**

Councilmember Rueter made a motion to approve the Consent Items and Councilmember Fitzgerald seconded the motion. The motion was approved 3-0. (Councilmember Sanderson had not yet arrived).

#### **5. ACTION ITEMS**

##### **A. Consideration, discussion, and possible authorization of the purchase of two housing units for the Tusayan Employee Housing Project.**

Interim Town Manager Ryall presented information on two housing units for the Tusayan Employee Housing Project, noting that the contract had been approved the week prior, and the site preparation had been bid out. Council would vote this meeting on approving purchase of the units (floor plans to be selected within one week).

Councilmember Fitzgerald moved to authorize the Manager to negotiate and purchase the two housing units (28X56 model 2013, at \$72,616.91 and 16X60 model 2013, at

\$49,709.68) for the employee housing project, with latitude not to exceed 15 percent leeway without further approval by Council. The motion seconded by Councilmember Rueter. The motion carried 3-0 (Councilmember Sanderson had not yet arrived).

**B. Consideration, discussion, and possible approval of contract extension with International Housing Solutions.**

Manager Ryall presented a Phase II contract extension with International Housing Solutions to perform next steps in the process in the formation of the Tusayan Housing Authority, including extending the contract from November 30, 2012 to December 15, 2012 (due to holiday schedule). She listed three elements with corresponding payment schedules for each task, noting the last task was to be paid only after a written summary was provided (as documented in Phase II).

Councilmember Rueter moved to approve the Consultant Agreement as submitted by International Housing Solutions (with a revised completion date of 12/15/12), seconded by Councilmember Fitzgerald. After discussion, motion carried 3-0 (Councilmember Sanderson had not yet arrived). Mayor Bryan stated that once the International Housing Solutions report was received, appointment of the Housing Authority could be undertaken at any time.

**C. Consideration, discussion, and possible approval of Chapter 3 (Administration), and Chapter 14 (Employment) of the Tusayan Municipal Code.**

Manager Ryall stated that in Council's September workshop they had revised three chapters of the code, adopting Chapter 3, so were now considering the remaining chapters. She noted that in Chapter 14, the Criminal Background Check portion was still to be approved by Council, with revisions from September included (mandatory pre-employment and after-accident drug screening).

[Councilmember Sanderson arrived at 6:25 p.m.]

Councilmembers discussed the importance of differentiating between "for cause" and "at Council's pleasure" for the Town Manager and the Town Attorney positions. It was decided that since reasons for removal would be clarified in the individual contracts for both positions, removing Section 3-1-2 from the code would be sufficient.

Mayor Bryan moved to adopt Chapter 3, with the deletion of Section 3-1-2, and approve Chapter 14-1-3, with the added wording, "prior to being hired for employment" after the first sentence. In Section 3-2, remove the note originally intended as notes for the reviser. The motion was seconded by Councilmember Rueter. The motion carried 4-0.

**6. DISCUSSION ITEMS**

**A. Capital Improvement Plan Discussion**

Manager Ryall discussed the five-year financial plan (as a planning and goal-setting document), approved by Council in August 2012. She provided the following overview of the Capital Improvement Plan highlights:

# CAPITAL IMPROVEMENT PROGRAM

## DISCUSSION POINTS

### *Tusayan Partners Park Development*

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16
\$25,000	\$275,000	\$150,000	\$150,000	\$150,000

*Currently in 5-year model*

- What does the Town want to do in future years?
- Do we want to do a work session on the master plan & process to establish priorities for future phases?

INPUT:

### *Fiber Optic Expansion*

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16
\$125,000	\$250,000	\$150,000	\$150,000	\$150,000

*Currently in 5-year model*

- What specifically is the plan? Next steps?
- Do we need to break out amounts for any pre-design, cost estimating, or technical research?

INPUT:

### *Town Hall Parking Improvements / Sidewalks*

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16
	\$50,000			

*Currently in 5-year model*

- What do we want to do?

INPUT:

### ***Tusayan Employee Housing Project***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16
\$10,000	\$250,000			

*Currently in 5-year model*

- Are additional units anticipated within 5 years as a Phase II project?

INPUT:

### ***Future Water System Investment***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16
	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000

*Currently in 5-year model*

- Need to break down into possible phases/specific tasks:
  - Purpose & timing
  - System infrastructure valuation
  - Preliminary engineering and professional services for any transition
  - System purchase

INPUT:

### ***Tusayan Affordable Housing Project (40 acre dedication)***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16
	\$50,000			

*Currently in 5-year model*

- Do we want to plan any preliminary engineering?

INPUT:

***Natural Gas Extension***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

INPUT:

***Drainage Study / Model Update***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

INPUT:

***Bus Stop Art Program / Public Art "Set-Aside"***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

INPUT:

***Trail Improvements***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

INPUT:

***Public Restroom***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

INPUT:

***New Idea***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

***New Idea***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16

***New Idea***

FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY15/16



Former Mayor Pete Shearer spoke about the drainage and flood study – Mr. Shearer explained that the problem had been under consideration for a few years and Tusayan worked with the Forest Service on the matter. He added that in 2010 the Sanitary District had obtained a grant for \$110,000 for the study. Mr. Shearer said that grants were available for such issues, and if re-authorization of the Secure Rural Schools and Self-Determination Act of 2000 (Federal) passes in 2013, further funding could be approved that would allow actual implementation. He asked that the Council also consider funding actual construction of flood/drainage remedies, beyond the study.

i. Tusayan Partners Park Development

Councilmember Fitzgerald suggested a phased implementation for the park development in the five-year plan. Mayor Bryan stated the overall master plan for the ball fields and other items in the park improvement did include phases.

Manager Ryall asked for the next phases to be prioritized. Mayor Bryan stated that the ramada and the tot lot appeared to be the highest priorities at this point (completion of Phase I). He added that considering how to fund next steps should begin.

Manager Ryall stated that there had been discussions of making the ball fields multi-use and stated that work on setting the plan for that could begin the next year (FY2014-15).

Councilmember Sanderson added that completion of Phase I is the highest priority. There was discussion around the community garden, completion of Phase I, changing amounts to budget to complete segments of Phase I, and how to break down the priorities for Phase II.

Councilmember Rueter suggested that the work session be scheduled to take place after the current contracted work for Phase I (now underway) is completed, and a response from the letter to the school board (discussed in Council meeting of 10/2/12) is received. He added that information to other Councilmembers would be important, regarding budgeting of the projects. He stated knowing what the school is contemplating as far as work phases will provide a better focus for Council.

Interim Town Manager Ryall asked if a joint work session with the school board would be advisable and Councilmember Rueter stated that it would be helpful, in hopes of reaching a consensus on moving forward. Mayor Bryan estimated that January or February 2013 would see the current work completed, and would be a good time to begin reviewing the remaining projects for Phase I. Manager Ryall suggested utilizing the ad hoc committee to develop recommendations at that point also.

ii. Fiber Optic Expansion

Councilmember Rueter stated that he would like to see all properties in Tusayan have a fiber optic system available at the property line, to cover the main part of the 160 acres of Tusayan and to encompass the airport and Forest Service housing areas.

There was discussion on the following topics and decisions to:

- FY12/13
  - research consultants to advise us on best approach
  - limited pre-design, determine a process, not design
  - negotiate with possible providers of additional bandwidth

- FY13/14 - design & implementation
- FY14/15 - construction

Next steps include:

- Inviting vendors to present to the Council
- Creating a map with a narrative for where lines/easements go
- Find an engineer to help evaluate outside vendors
- Look at best practices from other rural areas on how to structure the project and recover costs

### iii. Town Hall Parking Improvements/Sidewalks

The Council and Manager Ryall discussed the following options:

- FY12/13 – Landscaping, sidewalks (heated), monument sign, and lighting
- FY13/14 – No paving but reconfiguring the parking lot, with ADOT's permission, to allow for better circulation

### iv. Employee Housing Units

Mayor Bryan noted that currently there were only the two units budgeted, but two or three more units could be added (as previously discussed) at a site southeast of the town that had been identified by ADOT as a potential housing site.

Councilmember Sanderson felt that determining options for a long-term lease would be helpful, as well as investigating other possible housing areas.

By consensus, Council agreed to budget place-holders of \$150,000 for FY13/14 (site-prep and one unit), \$150,000 for FY14/15, and \$200,000 for FY15/16, with further research to be launched regarding need for more employees, and leasing options and locations once the five-year plan was underway.

### v. Future Water System Investment

Mayor Bryan stated that a current placeholder of \$1.2M was in the budget, and Council spending authority was there if necessary.

By consensus, the Council decided that Manager Ryall should break down the individual tasks of the water system acquisition to apply to the budget of 2013-14, utilizing the placeholder of \$1.2M total, unless research revealed the need for a change in the amount.

Councilmember Rueter said that if Water Infrastructure Financing Authority (WIFA) grant/loan funding were to be considered, a lead time of a couple of years may be required. Manager Ryall stated she would research WIFA and other funding options.

### vi. Tusayan Affordable Housing Project (dedication of 40-Acre Property)

Manager Ryall asked for Council's input as to what budget year should see some funds set aside for this project. Discussions included:

- FY13/14 – Consultant for product mix, sizing, help the Housing Authority, and professional services for financing
- FY14/15 – \$200,000 for planning infrastructure design
- FY15/16 – FY19/20 - \$250,000 per year

vii. Items not already included in the budget:

a. Natural Gas Extension

Mayor Bryan stated the extension would allow for a partnership to bring natural gas into the National Park (instead of propane), at an estimated cost of \$35-40M (at approximately \$1M/mile for lines). Council should consider the town's participation and the resulting infrastructure within the community to make the natural gas available. After discussion, the Council decided:

- a needs assessment should begin in FY13/14
- FY14/15 may require design funding for the Housing Authority as well as \$100,000 for engineering support
- Construction will be in the "beyond 5 years" category

b. Drainage Study / Model update

Manager Ryall stated that the currently used HECK-R Model (by FEMA) had not been updated for over thirty years, and, furthermore, had proved inefficient. She suggested a study be performed (at a cost of approximately \$40,000) by an outside party to review the model and existing areas (to encompass land from the edge of the forest through Tusayan).

Councilmember Rueter noted that a policy discussion should occur if Tusayan proposed to be its own flood plain administrator, and Manager Ryall stated that consideration would most likely evolve after the study.

By consensus, the Council decided to set aside funds of \$50,000 in FY12/13 and \$50,000 in FY13/14. These funds would allow for:

- a study
- engaging an expert to present to the Council on planning best practices
- engaging a consultant to define the scope of a study, the town's responsibilities, and to work with the town in order to ensure quality planning

c. Bus Stop Art Program / Public Art "Set-Aside"

FY12/13 - \$30,000 for master plan & landscaping

FY12/13 - \$10,000 for concrete pad extension and conduit at 4 locations

FY13/14 – FY16/17 - \$15,000 per year

d. Trail System & Improvements

FY12/13 - \$15,000 for small connections and other projects that are very straightforward (302 to the sidewalk is a top priority)

FY13/14 - \$30,000

FY15/16 – potential federal funds for construction of Tusayan Trail Improvement Plan Phase I

- e. Public Restroom – The Council determined that there is no current need for a public restroom
- f. Federal Grant for Flood Mitigation Measures – Informational only
- g. Open Air Theater - Councilmember Rueter suggested installing an open air amphitheater at the public park that could be utilized for public entertainment and other uses. Mayor Bryan stated that a similar area had been discussed as an inside or outside gathering place as part of the Camper Village plan.
- h. Utility Undergrounding Project – the Interim Town Manager will research availability of outside funding for this
- i. Snow park – “Beyond 5 year” category

## **8. TOWN MANAGER’S REPORT**

Interim Town Manager Ryall stated that the City Manager’s Association had offered the town an application for a summer intern, but the town would have to match costs of \$3,000, and go through an application process. Mayor Bryan had no objection, but cautioned that the intern’s work should be worthwhile, and the individual would have to be monitored and managed. Manager Ryall stated there were numerous projects that needed to be completed and she could provide more information on that. Council was supportive of the concept.

Ms. Ryall stated that the November Council meeting date had been moved up from the 21<sup>st</sup> to the 14<sup>th</sup> due to the holiday and Council voting schedule.

## **9. FUTURE AGENDA ITEMS**

Town Manager Ryall provided future agenda items as:

- Approval of \$3,000 for internship program
- IGA Amendment with County to hold Council elections on 11/6/12
- 11/7/12 agenda to include discussion of proposed changes to the Zoning Code
- Presentation on the PADA timeline
- ADOT representative and discussion on safety of roundabout – Council discussed whether issue was actually safety or a speed issue (with two accidents reported) – Mayor Bryan noted that he had discussed the matter on 10/2/12 with Lt. Christian, who had informed him that ADOT would not make changes or additions until next year

## **10. COUNCIL MEMBERS’ REPORTS**

None.

**11. MAYOR'S REPORT**

Mayor Bryan reported his discussion with Lt. Christian 10/2/12 (already addressed) and the fact that the lieutenant had discussed the radar signage with the Sheriff.

**12. MOTION TO ADJOURN**

Councilmember Sanderson moved to adjourn at 9:52 pm, seconded by Councilmember Rueter. The motion carried unanimously.

\_\_\_\_\_  
Greg Bryan, Mayor

**ATTEST:**

\_\_\_\_\_  
Melissa A. Malone, TOWN CLERK

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa A. Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on October 3, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 14<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
TOWN CLERK